



Clinton County Emergency Management Commission Meeting

Wednesday, January 19, 2022 | 6:15 PM

Clinton County Law Center – EOC and Webex Meeting
241 7th Ave N, Clinton, Iowa

Attendees:

- Board of Supervisors: Supervisor Dan Srp, Supervisor Tom Determann, Supervisor Jim Irwin
- City of Andover: Councilperson Leslie Schroeder
- City of Calamus: Mayor Lance Goettsch
- City of Camanche: Mayor Austin Pruett
- City of Charlotte: Councilperson Kelly Hosette
- City of Clinton: Mayor Scott Maddasion
- City of DeWitt: Mayor Steve Hasenmiller
- City of Goose Lake: Mayor Ken Schoon
- City of Grand Mound: Mayor Kurt Crosthwaite
- City of Lost Nation: Mayor Ramon Gilroy
- City of Low Moor: Councilperson Karna Rehr
- City of Welton: Mayor Ashley Paulsen
- City of Wheatland: Councilperson Paul Stankee
- Sheriff's Office: Sheriff Bill Greenwalt
- Clinton County Communications: Eric Dau
- Clinton County Budget Director: Nick Manrique
- Emergency Management:
 - Coordinator, Chance Kness
 - Plans Officer, Nancy Burns
 - Operations Officer, Dan Howard

Absent:

City of Delmar
City of Toronto

Media: None

Public: Julie Bray from AC Root Insurance

1. Introductions – The meeting was called to order at 6:24 p.m. by Sheriff Greenwalt. Roll call attendance was completed.
2. Election of Officers
 - a. Chairperson and Vice-Chairperson
 - i. Mayor Crosthwaite nominated Mayor Hasenmiller for the position of Chairperson. A motion to approve Mayor Hasenmiller as Chairperson was made by Mayor Crosthwaite and seconded by Mayor Schoon. Motion carried with all ayes. Supervisor Irwin was nominated by Mayor Gilroy for the position of Vice Chair. A motion to approve Supervisor Irwin as Vice Chairperson was made by Mayor Gilroy and seconded by Mayor Goettsch. Motion carried with all ayes.
3. Approval of previous meeting minutes – August 18, 2021 – A motion to approve the previous meeting minutes as presented with one change to attendee list was made by Councilperson Stankee and seconded by Supervisor Irwin. Motion passed with all ayes.

4. General Public - This is the time that the public can address the Commission. Public comments will be limited to 3 minutes per individual. – No comments from the public.
5. Possible Action – Approve Coordinator’s Calendar Year 2021 Evaluation
 - a. Copies of Kness’ evaluations were given out to the members during the meeting for review. No discussion occurred. A motion to approve the Coordinator’s Calendar Year 2021 Evaluation was made by Councilperson Stankee and seconded by Gilroy. Motion passed with all ayes.
6. Coordinator’s Update
 - a. There is a document in the packet with some 2022 goals that were developed by request of the Executive Committee. Many of these goals are the same as updates we want to share. Some upcoming trainings are trainings that had been postponed due to COVID but that we are now able to schedule such as CERT Basic Training coming up in April as well as Basic Ground Search Training at Sherman Park in October. We will also be having a full scale rehearsal Radiological Emergency Preparedness exercise on June 14 and then a FEMA Evaluated Radiological Emergency Preparedness exercise on July 12 here in the EOC. This is the first time that we have had to do back to back full scale exercises in successive years. We are looking at catching up on our equipment maintenance. Also working on our supply reserve that has been initiated with the state and federal supplies we received during COVID. Potential drone trailer purchase – will discuss Coordinator replacement vehicle purchase during budget discussions. We are hoping to complete the county Hazard Mitigation Plan update within the next couple of months. After the recent state audit, we are hoping to engage with the county with continuity of operations and continuity of government planning. We have had a volunteer driving to our District 6 node in Linn County to pick up weekly allocation of testing supplies for a local long term care facility that is in outbreak status. Also, picking up replacements for some recalled state issued gloves that we had received. We received the final payment for our reimbursement from FEMA for our COVID response. We have displayed equipment tonight that is used in Stop the Bleed training and our drone program for your viewing. Kness explained the reason for the drone replacement that was bought this year. Dan Howard then spoke about the Stop the Bleed and the Drone program. Document going into more detail about the drone program has been included in your packet as well as the EMA Services Review document.
7. Budget Discussion – 2022/2023 Budget (Fiscal Year 2023)
 - a. Funding Recommendations from EMA Grant Sub-Committee
 - i. Discussion occurred over the history of the grant, origins and functions throughout the years since it began in 2011. Also, discussion occurred about DeWitt making its current generator at the Fire Department available to another local government entity once they are able to install the new generator that will be right sized for the new Fire Department.

Application Summary FY 2023

Presented to Sub-Committee

Name	Project Summary	Amount Requested	Total Project Amount	Amount recommended for Funding
City of Clinton	Sanitary Lift Station	\$ 64,500.00	\$ 129,000.00	\$ 64,500.00
City of Camanche	Generator at City Hall	\$ 8,000.00	\$ 16,000.00	\$ 8,000.00
Northeast Schools	Mitigation of stormwater runoff effects	\$ 37,500.00	\$ 150,000.00	\$ 37,500.00
City of Delmar	Lagoon waste water generator	\$ 10,958.17	\$ 21,916.34	\$ 10,958.17
City of DeWitt	Generator at new Fire Station	\$ 21,000.00	\$ 42,000.00	\$ 21,000.00
Sheriff's Office	Mobile Generator	\$ 12,500.00	\$ 25,000.00	\$ 12,500.00
	Totals	\$ 154,458.17	\$ 383,916.34	\$ 154,458.17

- a. Appointment of Grant Subcommittee Members
 - ii. The following are current members: Clinton, Camanche, Charlotte, Low Moor, and Board of Supervisors. The Mayor of Low Moor has requested to step down from this committee due to work commitments. City of Calamus volunteered to serve on this committee. It was an EM Commission consensus that the members of the FY24 Grant Sub-Committee would be Calamus, Camanche, Clinton, Charlotte and Board of Supervisors.
- b. General Budget Discussion
 - i. Kness reviewed the budget line item explanation document and the budget excel sheet. The following assumptions were taken into consideration for building the budget. The draft budget has been difficult to prepare in that the last three years were impacted by COVID and disasters making it harder to compare calculations with a normal budget. The Commission approved the temporary increase of staffing until the retirement of the current Operations Officer in early January 2023. This budget has been constructed with 6 months of the 11 total possible months of Operations Officer overlap. Costs of materials, goods, and services have all risen due to the pandemic and supply chain issues. A placeholder of a 3% increase in the wages of all 3 EMA staff has been put in place until the county wage increases have been determined. Drone expenses have been broken out into its own line item to make it easier to track those expenses. Health insurance costs are undetermined at this time so a 10% increase has been put in as a starting point. The EMA Grant Sub-Committee recommended to fund the EMA Grant at \$154,459. An increase in the cost of liability coverage has been added per the recommendation of our insurance agent. Kness is re-budgeting the funds for the replacement Coordinator vehicle into the next fiscal year due to the inability to obtain a new vehicle to purchase yet this fiscal year. This current budget that is presented to you includes using funding from the EMA rollover account (fund balance) to cover the vehicle and the temporary staff increase. A general theme across the board has been increases in costs for licenses, software, unexpected siren repairs, supplies, etc.
 - ii. Extensive discussion occurred amongst the commission over items on the budget. Areas discussed were the truck purchase, the drone program and how

to keep the drone program going with the new hire, the liability insurance amount, the server replacement, etc. Requests were made to bring more details on the truck purchase and drone trailer back to the Commission at the February budget discussion meeting.

- iii. The Commission recommended that all proposals stay in the budget for publication and further discussion will then occur in February on the details of the budget with final approval occurring then.
 - iv. Councilperson Stankee made a motion to approve the preliminary budget as presented for FY 2023, Mayor Maddasion seconded, motion carried with all ayes.
2. Discussion of Tentative February Meeting Topics (February 16th @ 6:00 p.m. at the DeWitt Satellite Office and via Zoom– Backup Date February 23rd at 6:00 pm)
- a. Public Hearing
 - b. Possible Budget Approval
 - c. Mitigation Plan Review
 - d. Discussion and Possible Approval of Budget Amendment – Amount will be \$30,893. This will increase the budget for the temporary 4th position of Ops Officer Trainee, decrease for drone batteries, reduction for health insurance, and rebate on cellular antenna equipment for the drone.
 - e. Discussion and Possible Approval of FFY22 ESF Plan Updates – we will be asking for your permission to allow the Chair to approve and sign the ESF plans updates as they are completed before we submit those to the state.
 - f. Other – It was requested that there be a discussion about the Bylaws at this meeting possibly granting a third signature authority to the Sheriff so that all 3 on the Executive Committee may sign for EMA depending on availability.
3. Other Business –
- a. Executive Committee will be meeting before the next EM Commission meeting to discuss the Coordinator Contract Renewal – A request was made to submit any comments or questions to the Executive Committee.
 - b. Kness gave the group information about his position as Deputy Team Commander on a federal disaster team.
 - c. Operations Officer Hiring Update – Once the Executive Meeting meets and discusses the hiring plan, then the interview process can begin. We do have several good candidates.
 - d. A request was made to hold the next meeting at the satellite office in DeWitt.
4. With no other business Councilperson Stankee made a motion to adjourn and it was seconded by Councilperson Rehr at 8:22 pm.



Chance Kness, Coordinator

2/16/22
Date



Emergency Management Chairperson

2-16-22
Date